



An Official website of the Commonwealth of Massachusetts

MassCareers Job Opportunities

Executive Order #595 requires Executive Department employees to have received COVID-19 vaccination or to have been approved for exemption as a condition of employment. Finalists will be given details about how to demonstrate receipt of vaccination or request an exemption due to a sincerely held religious belief or if the vaccine is medically contraindicated.

Welcome. You are not signed in. | [My Account Options](#)

Job Search

My Job Page

Job Search

[Return to the home page](#)

[Printable Format](#)

Apply Online

Add to My Job Cart

Job Description

MARIS Business Analyst - (210007LQ)
Description

Office of the State Treasurer and Receiver General

Job Description

Guides

[Apply for a Job](#)
[Apply for a Job for JAWS Users](#)
[Create a Profile](#)
[Create a Profile for JAWS Users](#)
[System Requirements](#)

Title: MSRB Business Analyst

Department: Retirement Board

Reports to: Director of Information Systems and Technology

About the Office of the Massachusetts State Treasurer and Receiver General (“Treasury”)

Our mission is to manage and safeguard the State's public deposits and investments through sound business practices for the exclusive benefits of our citizens, and perform these duties with integrity, excellence, and leadership. Additionally, we strive to provide economic opportunity, stability, and security for every Massachusetts resident.

We are committed to excellence in recruiting, hiring, and retaining diverse and qualified individuals. We value the culture of diversity and professionalism in the workplace, and strongly believe that our workforce should reflect our community.

<https://www.surveymonkey.com/r/FM68GFV>

PURPOSE OF POSITION

The Massachusetts State Retirement Board (MSRB) administers a defined benefit pension plan for eligible Commonwealth employees, retirees, and eligible employees from other authorized entities. The MSRB serves more than 87,000 active and 64,000 retired members and beneficiaries.

The Business Analyst will be responsible for assisting in the support and implementation associated with the functionality, operation, and maintenance of the MSRB's MARIS (Massachusetts Retirement Information System) pension benefit administration system and OnBase Content Management System working directly with MSRB and vendor staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Serve as a liaison between system users and development teams defining business requirements that support agency(s) needs
- Evaluate business and system processes identifying areas for improvement and optimization
- Lead meetings with Subject Matter Experts (SME's) to gather, clarify, and confirm business requirements
- Facilitate prioritization of initiatives and requirements to business needs and project schedules
- Participate in an Agile Scrim team translating business requirements to well defined holistic User Stories with detailed Acceptance Criteria
- Regularly attend Scrum meetings and deliver solutions in Sprint cycles
- Perform system testing to ensure solutions meet business needs and requirements
- Provide solution demos; manage and support User Acceptance Testing
- Provide general application user support to assist MSRB staff with system use and functionality
- Document business and system processes, maintain policies and guidelines related to systems' implementation and operation
- Analyze and verify data sets necessary to identify data quality issues and present results to SMEs
- Use SQL and database querying tools to extract data from relational databases
- Review system tickets and where appropriate either 1) resolve the issue, 2) replicate the issue in lower environments and 3) assign ticket for resolution
- Provide inputs on developing project plans and monitoring performance
- Other technical and programmatic responsibilities as requested by Project Manager

SUPERVISORY RESPONSIBILITIES

- N/A

Qualifications

KNOWLEDGE AND SKILLS

- Bachelor's degree in Computer Science or related field
- A minimum of 5 years' experience in business analysis
- Experience defining business requirements and functional specifications
- A collaborative mindset with the ability to work in a team environment but also self-motivated to produce results with minimal direction
- Excellent communication skills (written and verbal), including presentation skills as well as the ability to clearly articulate technical solutions to non-technical staff
- Exceptional analytical and conceptual thinking skills and the ability to influence stakeholders and work closely with them to determine acceptable solutions
- Competency in Microsoft applications including Word, Excel, and Outlook
- Excellent planning, organizational, and time management skills
- Familiarity with data warehousing/ETL concepts, including extract, transform, and load (ETL) processes
- Experience in software development life cycle (SDLC) including requirements definition, prototyping, design, coding, testing and maintenance
- Experience with Agile methodology and practices
- Experience with pension administration or benefit claim systems
- Experience with content management systems

Visit our [career page](#) to learn more about our culture or follow us on social [@TreasuryLifeMA](#) to see first-hand why Treasury employees feel we are a great place to work.

Not the job for you? That is okay! Join our [Talent Network](#) and receive emails when new positions open at Treasury.

Official Title: IT Business Analyst
Primary Location: United States-Massachusetts-Boston-1 Winter Street
Job: Information Systems and Technology
Agency: Off of State Treas & Rec Genl
Schedule: Full-time
Shift: Day
Job Posting: Sep 3, 2021, 9:58:10 AM
Number of Openings: 1
Salary: 67,000.00 - 77,000.00 Yearly
If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Kerley Aime - 6173679333

Apply Online

Add to My Job Cart